

# MASTER DIRECTIVES FILE

## UNITED STATES MARINE CORPS

MARINE CORPS BASES, JAPAN  
CAMP SMEDLEY D. BUTLER, OKINAWA

UNIT 35001

FPO AP 96373-5001

and

III MARINE EXPEDITIONARY FORCE, FMF

UNIT 35601

FPO AP 96606-5601

MARCORBASESJAPANO 1020.2A w/Ch1

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8 JUN 1999

### MARINE CORPS BASES JAPAN/III MARINE EXPEDITIONARY FORCE ORDER 1020.2A

From: Commander, Marine Corps Bases Japan  
Commanding General, III Marine Expeditionary Force  
To: Distribution List

Subj: CIVILIAN CLOTHING REGULATIONS

Ref: (a) MCBJ/III MEF Policy Memo 1-98  
(b) Manual for Courts-Martial (1998 Edition)  
(c) ALMAR 194/96

1. Purpose. To provide policies for wearing civilian clothing by all armed forces personnel who are permanently or temporarily assigned to MCBJ and/or tenant commands aboard MCBJ, in accordance with reference (a).

2. Cancellation. MARCORBASESJAPANO 1020.2.

3. Application. This Order is applicable to all armed forces personnel who are temporarily or permanently assigned to Marine Corps Bases Japan (MCBJ) and/or tenant commands aboard MCBJ. Dependents of armed forces personnel specified above, Department of Defense (DoD) civilians and their dependents, Federal employees and their dependents, contract civilians and their dependents, who fall under MCBJ/III MEF, are asked to abide by the spirit and intent of this Order.

4. Scope. This Order is punitive in nature. Violations of any of the provisions of this Order can provide the basis for disciplinary action prescribed in reference (b), under the Uniform Code of Military Justice.

#### 5. General

a. The wearing of civilian attire should be a matter of personal pride. Each individual is considered at all times to be an ambassador of the United States and the U. S. Marine Corps while serving in Japan and, as such, individual dress and conduct should reflect credit upon oneself, the Marine Corps, and the United States.

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b. Officers, staff noncommissioned officers (SNCOs) and noncommissioned officers (NCOs) are expected to set the standard for wearing civilian clothing and to ensure those high standards are adhered to by personnel under their charge.

c. This Order is not intended to supplant directives issued by individual camp or station commanders to accommodate local circumstances. However, in the event of a conflict between this Order and individual camp or separate command directives, this Order takes precedence. Additionally, the Director of Marine Corps Community Services (MCCS) shall ensure that MCCS facility managers enforce this Order.

6. Enforcement. Everyone is responsible for enforcing this Order and promoting good order, discipline, and morale. To assist in this endeavor, the Military Police and Camp Guard will issue Minor Offense Reports (MOR) when violations are observed. Violators who cannot make an on the spot correction with their civilian clothing will be directed to return to their quarters to make the appropriate correction.

7. Civilian Clothing. Civilian clothing will be worn in good taste and not in conflict with accepted attire of the host country. Marines and Sailors will, by their appearance, set an example of neatness. As general guidance, civilian clothes should reflect the style, fit, and neatness of the Service "C" uniform. To ensure an appropriate dress code is established, the following minimum standards, while not all inclusive, are provided.

a. Footwear. Appropriate serviceable footwear will be worn. Shower shoes, also termed "flip-flops", dive booties, bare feet etc., while permitted at recreational beaches and swimming pools, are not otherwise appropriate and are prohibited away from living quarters except for wear to and at the beach or pool. Sandals and casual styles of footwear are appropriate to be worn without socks.

b. Shirts/Blouses. The style and type of acceptable shirts/blouses are too numerous to specify individually in this Order. Shirts/blouses will be clean, serviceable and worn in the same manner as the uniform service shirt. The size and fit of the shirt/blouse will mirror a neat appearance similar to that of the male or female uniform long sleeve or short sleeve service uniform shirts. Excessively baggy clothing shall not be worn. Shirts may be worn un-tucked that do not hang below crotch level, provided they are straight cut across the bottom. All shirts/blouses with a tapered tail shall be tucked in. Those shirts/blouses that are not tucked in such as the Hawaiian styles or any style that is too short to tuck in must reflect a neat-appearance.

(1) Uniform and civilian undershirt are not appropriate as outwear. Also prohibited, as outwear, are all tank top style/jersey, halter-tops, tube tops, swimsuit and see-through mesh top. Such clothing is acceptable only while physically participating in sports/physical training activities or while at the pool/beach. Sundress and similar styles of female clothing that are sleeveless are considered to be appropriate attire.

(2) The pro uniform style of baseball, football, basketball, etc., jerseys with sleeves are acceptable, provided they are straight across the bottom, do not hang below the crotch, and are not excessively oversized.

(3) The wearing of excessively oversized shirts detracts from a neat appearance, does not remotely resemble Service "C" uniform, and therefore are not appropriate. Warm up suits: Designer/Casual warm up style suits (Reebok, Adidas, FUBU, etc) may be worn as liberty attire. They shall be clean, neat and conservative in appearance. No service related or style of sweat suits may be worn as liberty attire, i.e. Marine Corps green/gray, Navy blue, etc/ When worn, both the top and the bottom will be worn as set. The trousers shall be worn at the natural waist.

(4) Wearing of backpacks: Government issued backpacks are authorized for wear in both uniform and civilian attire. Members may hand carry a civilian purchased back pack while in shoulder or worn on the body while in uniform.

c. Trousers/Shorts/Skirts. Clean and serviceable trousers or shorts, with a belt (if belt loops are present) are the standard. The size and fit of trousers, shorts or skirts will resemble the appearance and style reflected by the proper wearing of uniform trousers or skirts. Excessively oversized trousers or shorts do not reflect a neat appearance and are not appropriate. Shorts will reflect a respectable and conservative style of neatness and decency and will not be revealing in style. Soiled, frayed, torn, or excessively faded items are not appropriate and will not be worn. Also prohibited are trousers that expose any portion of the underwear or buttocks as well as those that are excessively "baggy" or hanging off the buttocks. Skirts, trousers, blue jeans and shorts that have not been properly hemmed are prohibited. These items should be of a length and fit to maintain proper modesty and not be unacceptable revealing.

d. Headgear. Removal of headgear (cover, ball caps, headdress, etc.) is mandatory inside all facilities aboard MCBJ unless in uniform and under arms. Recognized religious apparel is authorized for wear. Camp commanders may authorize club managers to waive headgear restriction for special events such as Western Nights, Sports Nights, etc.

e. Headphone. Wearing headphones while walking, running, bicycling, inline skating or driving a POV is prohibited. Playing portable "boom" boxes or car stereos excessively loud (disruptive to others) is not appropriate and is prohibited.

(f). Military clothing. In accordance with reference (c) military clothing, such as field jackets, Gortex Parka/Trouser (ECWCS) and flight jackets, bought at the individual's own expense is authorized for wear with civilian attire. These items must not

reflect a neat appearance. All shirts/blouses with a tapered tail or any tail that would fall below the crotch level is to be tucked in. Uniform and civilian undershirts are not appropriate as outerwear. Also prohibited, as outerwear, are all tank top style shirts/jerseys, halter tops, tube tops, swim suit tops and see-through mesh tops. Such clothing is acceptable only while physically participating in sports/physical training activities or while at the pool/beach. Sundresses and similar styles of female clothing that are sleeveless are considered to be appropriate attire. The pro uniform style of baseball, football, basketball, etc., jerseys with sleeves are acceptable, but they must fit in size, and be tucked in. The wearing of excessive oversized shirts detract from a neat appearance, do not remotely resemble the Service "C" uniform, and therefore are not appropriate.

c. Trousers/Shorts/Skirts. Clean and serviceable trousers or shorts, with a belt (if belt loops are present) are the standard. The size and fit of trousers, shorts or skirts will resemble the appearance and style reflected by the proper wearing of uniform trousers or skirts. Excessively oversized trousers or shorts do not reflect a neat appearance and are not appropriate. Shorts will reflect a respectable and conservative style of neatness and decency and will not be revealing in style. Soiled, frayed, torn, or excessively faded items are not appropriate and will not be worn. Also prohibited are trousers that expose any portion of the underwear or buttocks as well as those that are excessively "baggy" or hanging off the buttocks. Skirts, trousers, blue jeans and shorts that have not been properly hemmed are prohibited. These items should be of a length and fit to maintain proper modesty and not be unacceptably revealing.

d. Headgear. Removal of headgear (covers, ball caps, headdress, etc.) is mandatory inside all facilities aboard MCBJ unless in uniform and under arms. Recognized religious apparel is authorized for wear. Camp commanders may authorize club managers to waive headgear restriction for special events such as Western Nights, Sports Nights, etc.

e. Headphones. Wearing headphones while walking, running, bicycling, inline skating or driving a POV is prohibited. Playing portable "boom" boxes or car stereos excessively loud (disruptive to others) is not appropriate and is prohibited.

f. Military clothing. In accordance with reference (c), military clothing, such as field jackets, Gortex Parka/Trousers (ECWCS) and flight jackets, bought at the individual's own expense is authorized for wear with civilian attire. These items must not

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reflect any type of military affiliation and must conform to the requirements published in paragraph 7 of this Order.

g. Tattoos/Branding. In accordance with reference (c), tattooing or branding of any part of the head, face or neck is prohibited. In other areas of the body, tattoos or brands that are prejudicial to good order, discipline, and morale or are of a nature to bring discredit upon the Marine Corps are also prohibited.

h. Body Piercing/Unnatural Hair Color. Unnatural hair color as well as tongue and body piercing anywhere on the body is prohibited except females may wear two earrings in each ear while in civilian attire. Earrings will not be worn by male Marines.

#### 8. Prohibited Civilian Clothing

a. Clothing which has been altered, cut or is otherwise worn in a manner to present an abbreviated covering, or sexually provocative appearance is prohibited. Specifically prohibited are articles of clothing where the midriff is exposed.

b. Any garment, to include caps and hats, inscribed, printed or bearing patches with slogans, words, pictures, symbols or print which may be interpreted by a reasonable person to be profane, sexually suggestive or obscene is prohibited. This includes garments that are supportive of or oriented towards the glamorization of alcohol, or any other illegal activity, including the use of illegal or illicit drugs.

c. Clothing which is obviously tattered or soiled will not be worn. This includes trousers which have torn, ragged holes in knees, upper legs, etc. Athletic attire, such as running shorts, running/warm-up sweat suits, and tank tops, is appropriate for athletic events and fitness centers. Athletic attire described above is prohibited in messhalls, retail stores, clubs, restaurants or working spaces. This includes, but is not limited to, the BX/PX, commissary, USO, theaters, library, snack bars, bowling alley, hospital, medical and dental clinics, or other similar establishments. An upper body covering is required for athletic activity, such as jogging, off base or near populated areas such as exchanges and clubs.

d. Beach or athletic attire is appropriate at pools, seaside recreation areas, and athletic facilities, but is not appropriate and is prohibited in messhalls, retail stores, clubs, restaurants or working spaces. This includes, but is not limited to, the

BX/PX, commissary, USO, theaters, library, snack bars, bowling alley, hospital, medical and dental clinics, or other similar establishments. Bathing/swim suits or other water sports attire may be worn only for swimming, sunbathing, or sports activities in the immediate vicinity of a beach, pool or quarters. While in transit from quarters to any area in which a swim suit is authorized, appropriate outer clothing will be worn.

e. Any garment bearing designs, insignias, patches or print that may be interpreted to be directly and clearly derogatory to any ethnic, racial, religious group, to any military service or nation, or to the flag, logo or symbol of any nation are prohibited.

f. Hair nets, wave-caps/doo rags, handkerchiefs, or nylon socks on the head are prohibited outside of living quarters.

9. Action. Commanding Officers will ensure that the provisions of this Order are widely publicized and that newly joined personnel are fully briefed on the prohibitions and restrictions contained herein as soon as practicable after their arrival.



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DISTRIBUTION: MCBJ CODE A/B  
MCB LISTS I/II/IV/V/VI  
III MEF LISTS I/II

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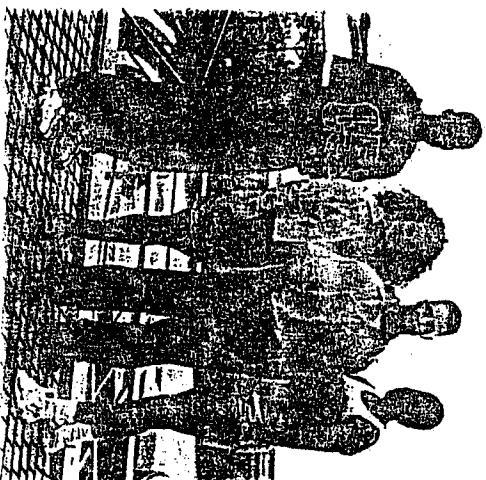
### *Athletic and beach attire*

Running shorts, tank tops, warm-up or sweat suits are appropriate for athletic events and fitness centers.

Athletic attire is prohibited in dining facilities, restaurants, snack bars and fast food facilities. This also includes the PX, commissary, USO, shoppette, bowling alley, library, barbershop, post office, bank, theater, hospital, medical / dental clinic and other similar locations. A top is required for athletic activity off base or near populated areas such as clubs, exchanges and housing areas. Beach attire is appropriate at pools and beaches and is prohibited in the same locations listed for athletic attire.

### *Prohibited clothing*

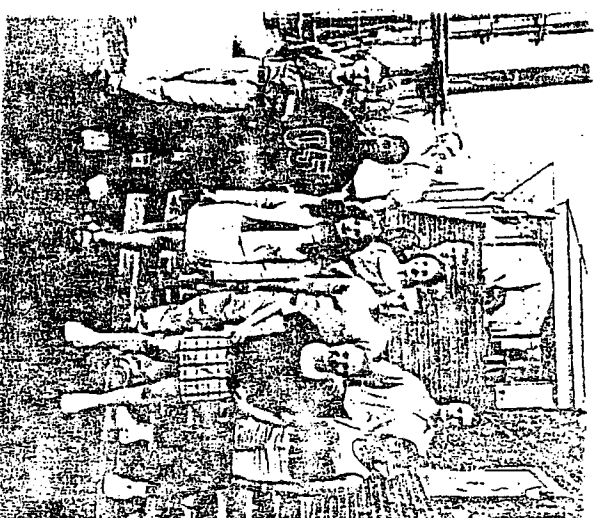
Clothing which has been altered, cut or is worn in a manner to present an abbreviated covering or sexually provocative appearance is prohibited. Also prohibited is clothing displaying profanity, is sexually suggestive or obscene, is derogatory to any ethnic, racial or religious group and any military service or nation. This includes garments that are supportive of or are orientated towards drugs, gangs or criminal activities. You should not wear any clothing that could cause objections or embarrassment.



### *Look like a professional*

Being stationed overseas carries a high degree of responsibility. You represent the nation. Make sure you look the part. In addition to your regular duties you are an active "AMBASSADOR" for our nation and a representative of your military service. Liberty is considered to be a mission. How well you conduct yourself on liberty is important. Set a positive example by dressing for success. Appearance is important.

**LOOK SHARP ... ACT SHARP!!!**



### **LIBERTY ATTIRE**

Your appearance reflects upon your character and personal pride. The same pride shown in the wearing of your uniform should be applied to your civilian clothing. When going off-base for liberty you should look your best.

**LOOK SHARP ... ACT SHARP!!!**

## *Personal Appearance*

The wearing of civilian attire should be a matter of personal pride.

Marines and Sailors will, by their appearance, set an example of neatness. Civilian clothes should reflect the style, fit and neatness of the Service uniforms.

## *Footwear*

Appropriate serviceable footwear will be worn. Shower shoes, also termed "flip-flops", dive booties and bare feet, while permitted at beaches and pools, are prohibited away from living quarters. Sandals and casual styles of footwear are appropriate to be worn without socks.

## *Shirts and blouses*

Shirts and blouses will be clean, serviceable and worn in the same manner as the service uniform shirt or blouse. The size and fit will mirror a neat appearance similar to that of the male or female long or short sleeve service uniform shirt or blouse. A neat appearance will be achieved with all T-shirt styles and most other styles of shirts or blouses being tucked in the trousers, skirts or shorts. Those shirts or blouses that are not tucked in such as a Hawaiian style or a style too short to tuck in must reflect neatness.

All shirts or blouses with a tapered tail or any tail that falls below the crouch level is to be tucked in. Uniform and civilian undershirts are not appropriate as liberty attire. Also prohibited are tank-top style shirts or jerseys, halter tops, tube tops, swim suit tops and see-through mesh tops. Sundresses and similar styles of female clothing that are sleeveless are appropriate attire. The baseball, football styles of shirts are acceptable so long as they fit in size and are tucked in.



The wearing of excessive oversized shirts detract from a neat, sharp appearance, do not remotely resemble the service uniform, and are not appropriate for liberty attire.

## *Trousers, shorts and skirts*

Clean, neat fitting and serviceable trousers, shorts or skirts, with a belt (if belt loops are present) are the standard. Skirts, trousers, jeans and shorts that are not properly hemmed are prohibited. The size and fit will resemble the appearance reflected by the proper wearing of the uniform trousers or skirts. Shorts will reflect a respectable and decent style of neatness and be of a length and fit to maintain proper modesty and not be unacceptably revealing. Excessively oversized trousers or shorts do not reflect a neat appearance and are not appropriate. Soiled, frayed, torn or excessively faded items will not be worn. Also prohibited are trousers or shorts that expose any portion of the underwear or buttocks as well as those that are excessively baggy.

## *Headgear*

Removal of covers, hats, caps, etc., is mandatory inside all Marine Corps Bases Japan facilities unless in uniform and under arms. Recognized religious apparel is authorized. Hair nets, wave-caps, doo rags, bandanas, or nylon socks on the head are prohibited outside of living quarters.